

Title: Waterworks Brass Fittings/Valves/Saddles/....



**BID DOCUMENT**

CITY OF BEVERLY HILLS  
PURCHASING DIVISION  
455 NORTH REXFORD DRIVE BEVERLY HILLS, CALIFORNIA  
90210 (310) 285-2440

**LEGAL NOTICE - BIDS WANTED**

Sealed bids are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Bid Document, including:

- SECTION I:** REQUEST FOR BIDS
- SECTION II:** GENERAL INFORMATION AND INSTRUCTION
- SECTION III:** DETAIL SPECIFICATIONS
- SECTION IV:** BID FORM

**(IF YOU CHOOSE NOT TO SUBMIT A BID, PLEASE COMPLETE PAGE )**

Sealed bids will be received only at the Office of the City Clerk, 455 North Rexford Drive, Beverly Hills, until 2:00 p.m. local time, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications.

**SECTION I - REQUEST FOR Bid**

**Date of Request: May 18, 2016**

**Bid Number: 16-18**

**Item Description: Waterworks Brass Fittings/Valves/Saddles/Couplings/Clamps**

**Bid Opening: 2:00 pm June 23, 2016**

All bids must be delivered by the specified opening time of the bid. Bids arriving after the specified hour will not be accepted. Mailed bids, which are delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm - Electronic bids (telephone, FAX, etc.) are **NOT** acceptable.

BID DEPOSIT - NONE REQUIRED WITH THIS BID

PERFORMANCE BOND AND PAYMENT BOND - NONE REQUIRED WITH THIS BID

**THE CITY RETAINS THE RIGHT TO REJECT ANY AND ALL BIDS WITHOUT CAUSE AND/OR ELECT NOT TO AWARD A BID.**

**CITY OF BEVERLY HILLS  
SECTION II - GENERAL INFORMATION AND INSTRUCTION**

1. Proposal deposits of unsuccessful bidders will be returned after the proposal has been awarded. A successful bidder's proposal deposit will be returned after he has entered into a written contract, or after a performance bond, if required, has been executed and accepted by the City.
2. The vendor's proposal may be withdrawn at any time prior to the proposal opening. No proposal may be withdrawn after the proposal opening. Violation of this policy may cause forfeiture of the bid deposit and removal from qualified Bidder's List.
3. Bidders are advised to become familiar with all conditions, instructions and specifications governing this proposal. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or for vendor to request additional compensation.
4. Bidders agree to defend and save the City from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.
5. Successful bidder shall not assign the contract, or subcontract the whole or any part of the contract without written consent of the City. Such consent shall neither relieve the bidder from his obligation nor change the terms of the contract.
6. The City shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City at the expense of the vendor.
7. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the proposal and shall be considered a part of this contract where such specifications meet the minimum of the City specifications.
8. Each bidder shall submit in full this completed original PROPOSAL DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work he proposes to furnish.
9. Bidders shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for performance of labor, the bidder shall also state the number of calendar days required for completion after notification of award.
10. Cash discounts shall be considered in the evaluation of the proposals, except that payment periods of less than thirty (30) days will not be considered in award of this proposal. Where cash discounts are offered, the discount date shall begin with the invoice date or delivery date to the City, whichever is later.

Title: Waterworks Brass Fittings/Valves/Saddles/....

11. Upon the award of the proposal to the successful bidder, insurance will be required by the terms of this proposal, the City will require evidence of such coverage be furnished within fourteen (14) days of notification of proposal award. The amounts and types of coverage will be specified in Section VIII of this proposal. **All insurance forms must be in a format acceptable to the City.** See ATTACHMENT A, the City's Insurance Form.
12. The Contractor agrees to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any liability or financial loss including, without limitation, attorneys fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by Contractor, including agents and independent contractors, in the performance of this agreement.
13. Every supplier of materials and services and all contractors doing business with the City shall be an "Equal Opportunity Employer" as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11375, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.
14. Prices quoted herein must be firm for a period of not less than ninety (90) days after date of bid opening.
15. Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.
16. The City will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to this bid. The City reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the City.
17. Quantities specified in Section III are approximate only, the City reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
18. "Contractor shall cooperate with the City in all matters relating to taxation and the collection of taxes. It is the policy of the City to self-accrue use tax associated with its own purchases. The City requests that its contractors self-accrue their use tax, **when applicable**, and report the use tax to the State Board of Equalization with a City-assigned permit number. The City's own use tax which is self-accrued by the City will be remitted to the State of California pursuant to the City's permit with the State Board of Equalization."
19. For any questions regarding this bid, please contact Francisco Ruiz, Central Stores Specialist, (Office – 310.288.2801 / 310.285.2543) or Jack Merluzzo, Water Operations Manager (310.285.2495)

Title: Waterworks Brass Fittings/Valves/Saddles/....

**SECTION III - DETAIL SPECIFICATIONS**

**IN EVENT OF CONFLICT, THE FOLLOWING SPECIFICATIONS SHALL PREVAIL OVER GENERAL INSTRUCTIONS CONTAINED ELSEWHERE IN THIS BID.**

ITEM DESCRIPTION	Quantity		Vendor Part Number	UNIT COST	EXTENDED COST
VALVE CHECK DETECTOR 2" (Febco 406)	6	EA			
VALVE CHECK DETECTOR 4" (Febco 4 800 Single Check)	25	EA			
VALVE CHECK DETECTOR 6" (Febco 6 800 Single Check)	6	EA			
VALVE CHECK DETECTOR 8" (Febco 8 800 Single Check)	6	EA			
VALVE BUTTERFLY 3" FLG/FLG (Mueller Linesal III Class 150B)	10	EA			
VALVE BUTTERFLY 4" FLG/FLG (Mueller Linesal III Class 150B)	16	EA			
VALVE BUTTERFLY 4" FLG X MJ (Mueller Linesal III Class 150B)	16	EA			
VALVE BUTTERFLY 4" MJ X MJ (Mueller Linesal III Class 150B)	16	EA			
VALVE BUTTERFLY 6" MJ X MJ (Mueller Linesal III Class 150B)	6	EA			
VALVE BUTTERFLY 6" MJ X FLG (Mueller Linesal III Class 150B)	6	EA			
VALVE BUTTERFLY 6" FLG/FLG (Mueller Linesal III Class 150B)	6	EA			
VALVE BUTTERFLY 8" FLG/FLG (Mueller Linesal III Class 150B)	6	EA			
VALVE (Gate Valve) 3" FLG/FLG (Mueller 030A236206LNE381)	6	EA			
VALVE (Gate Valve) 3" MJ/FLG (Mueller 030A236219LN E381)	6	EA			
VALVE (Gate Valve) 4" MJ X MJ (MUELLER 040A236223LN E381)	16	EA			
VALVE (Gate Valve) 4" FLG/FLG (MUELLER 040A236206LN E381)	16	EA			
VALVE (Gate Valve) 4" MJ/FLG (MUELLER 040A236219LN E381)	16	EA			
VALVE (Gate Valve) 6" MJ/FLG (MUELLER 060A236219LN E381)	6	EA			
VALVE (Gate Valve) 6" FLG/ FLG (MUELLER 060A236206LN E381)	6	EA			
VALVE (Gate Valve) 8" MJ/FLG (MUELLER 080A236219LN E381)	6	EA			
TAPPING SLEEVE 6" X 4" [RANGE 6.89-7.30] Mueller	6	EA			

Title:Waterworks Brass Fittings/Valves/Saddles/....

H304, 0604H304SS0730					
TAPPING SLEEVE 8" x 4" [Range 8.62 - 9.06] Mueller H304, 0804H304SS0906	6	EA			
TAPPING SLEEVE 8" X 6" [Range 8.62- 9.06] Mueller H304, 0806H304SS0906	6	EA			
TAPPING SLEEVE 10" X 4" [RANGE 11.06-11.45] Mueller H304, 1004H304SS1145	2	EA			
TAPPING SLEEVE 12" X 4" [RANGE 13.13-13.60] Mueller H304, 1204H304SS1356	2	EA			
TAPPING SLEEVE 12" X 4" [RANGE 13.13-13.60] Mueller H304, 1204H304SS1356	2	EA			
<b>TAPPING SLEEVE 12" X 6" [RANGE 12.90-13.30] Mueller H304, 1206H304SS1290 OR 1206H304SS1356</b>	2	EA			
TAPPING SLEEVE 12" X 10" [RANGE 13.16 -13.56] Mueller H304, 1210H304SS1356	2	EA			
REPAIR CLAMP 4" x 10" [Range 4.74 - 5.14] Mueller 1-500-10-0474	4				
REPAIR CLAMP 4" x 8" [Range 4.95 -5.35] Mueller 1-500-09-0495	4	EA			
REPAIR CLAMP 4" x 12" [Range 4.95 - 5.35] Mueller 1-500-12-0495	4	EA			
REPAIR CLAMP 4" x 8" [Range 5.20 - 5.60] Mueller 1-500-12-0520	4	EA			
REPAIR CLAMP 4" x 12" [Range 5.20 - 5.60] Mueller 1-500-12-0520	4	EA			
REPAIR CLAMP 6"X 12" [Range 5.95 - 6.35] Mueller 1-500-12-0594	4	EA			
REPAIR CLAMP 6"X 12" [Range 6.60 - 7.00] Mueller 1-500-12-0655	4	EA			
REPAIR CLAMP 6"X 12 [Range 6.84 - 7.24] Mueller 1-500-12-0684	4	EA			
REPAIR CLAMP 6" x 8" [Range 7.06 - 7.46] Mueller 1-500-09-0704	4	EA			
REPAIR CLAMP 6" x 10" [Range 7.06 - 7.46] Mueller 1-500-10-0704	4	EA			
REPAIR CLAMP 6" x 12" [Range 7.06 - 7.46] Mueller 1-500-12-0704	4	EA			
REPAIR CLAMP 6" x 16" [Range 7.06 - 7.46] Mueller 1-500-15-0704	4	EA			
<b>REPAIR CLAMP 6" x 10" [Range 7.40 - 7.80] Mueller 1-540-10-0740 (FULL SS clamp)</b>	4	EA			
<b>REPAIR CLAMP 6" x 12" [Range 7.40 - 7.80] Mueller 1-540-12-0740 (FULL SS clamp)</b>	4	EA			
<b>REPAIR CLAMP 6" x 16" [Range 7.40 - 7.80] Mueller 1-540-15-0740 (FULL SS clamp)</b>	4	EA			
REPAIR CLAMP 8" x 10" [Range 7.95 - 8.35] Mueller 1-500-10-0792	4	EA			

Title:Waterworks Brass Fittings/Valves/Saddles/....

REPAIR CLAMP 8" x 16" [Range 7.95 - 8.35] Mueller 1-500-15-0792	4	EA			
REPAIR CLAMP 8" x 16" [Range 8.60 - 9.00] Mueller 1-500-15-0853	4	EA			
REPAIR CLAMP 8" x 20" [Range 9.00 - 9.40] Mueller 1-500-20-0899	4	EA			
REPAIR CLAMP 8" x 10" [Range 9.30 - 9.70] Mueller 1-500-10-0925	4	EA			
REPAIR CLAMP 8" x 16" [Range 9.30 - 9.70] Mueller 1-500-15-0925	4	EA			
REPAIR CLAMP - TAPPED 4" x 12.5" x 1" [RANGE 4.74 - 5.14] Mueller 503-12-0474	2	EA			
REPAIR CLAMP - TAPPED 4" x 15" x 1"[RANGE 4.74 - 5.14] Mueller 503-15-0474	2	EA			
REPAIR CLAMP - TAPPED 4" X 12.5" X 2"[RANGE 4.74 - 5.14] Mueller 509-12-0474	2	EA			
REPAIR CLAMP - TAPPED 4" X 15" X 2" [RANGE 4.74 - 5.14] Mueller 509-12-0474	2	EA			
REPAIR CLAMP - TAPPED 6" X 12.5" X 1" [Range 6.84 - 7.24]Mueller 503-12-0684	2	EA			
REPAIR CLAMP - TAPPED 6" X 15" X 1" [Range 6.84 - 7.24] Mueller 503-15-0684	2	EA			
REPAIR CLAMP - TAPPED 6" X 12.5" X 2" [Range 6.84 - 7.24] Mueller 509-12-0684	2	EA			
REPAIR CLAMP - TAPPED 6" X 15" X 2" [Range 6.84 - 7.24] Mueller 509-15-0684	2	EA			
REPAIR CLAMP - TAPPED 8" X 12.5" X 1" [Range 8.99 - 9.39] Mueller 503-12-0899	2	EA			
REPAIR CLAMP - TAPPED 8" X 15" X 1" [Range 8.99 - 9.39] Mueller 503-15-0899	2	EA			
REPAIR CLAMP - TAPPED 8" X 12.5" X 2" [Range 8.99 - 9.39] Mueller 509-12-0899	2	EA			
REPAIR CLAMP - TAPPED 8" X 15" X 2" [Range 8.99 - 9.39] Mueller 509-15-0899	2	EA			
REPAIR CLAMP - TAPPED 10" X 15" X 1" [Range 11.04 - 11.44] Mueller 503-15-1104	2	EA			
REPAIR CLAMP - TAPPED 10" X 20" X 1" [Range 11.04 - 11.44] Mueller 503-20-1104	2	EA			
REPAIR CLAMP - TAPPED 10" X 15" X 2" [Range 11.04 - 11.44] Mueller 509-15-1104	2	EA			
REPAIR CLAMP - TAPPED 10" X 20" X 2" [Range 11.04 - 11.44] Mueller 509-20-1104	2	EA			
<b>REPAIR CLAMP - TAPPED 12" X 15" X 1" [Range 13.10 - 13.50] Mueller 543-15-1310 (FULL SS clamp w/tap)</b>	2	EA			
<b>REPAIR CLAMP - TAPPED 12" X 15" X 2" [Range 13.10 - 13.50] Mueller 549-15-1310 (FULL SS clamp w/tap)</b>	2	EA			
HYMAX FLEX COUPLING 4" Range [4.23 - 5.63]	10	EA			

Title: Waterworks Brass Fittings/Valves/Saddles/....

HYMAX FLEX COUPLING 6" Range [6.42 - 7.68]	10	EA			
HYMAX FLEX COUPLING 8" Range [8.54 - 9.84]	10	EA			
HYMAX FLEX COUPLING 10" Range [10.70-12.00]	4	EA			
HYMAX FLEX COUPLING 10" Range [10.96-12.26]	4	EA			
HYMAX FLEX COUPLING 12" Range [12.4 - 13.66]	4	EA			
ROMAC ALPHA FLEX COUPLING 4"	10	EA			
ROMAC ALPHA FLEX COUPLING 6"	10	EA			
ROMAC ALPHA FLEX COUPLING 8"	10	EA			
ROMAC ALPHA FLEX COUPLING 10"	4	EA			
QUANTUM (462) FLEX COUPLING 4" Range [4.29 - 5.35]	10	EA			
QUANTUM (461) FLEX COUPLING 4" Range [4.46 - 5.60]	10	EA			
QUANTUM FLEX COUPLING 6" Range [6.30 - 7.40]	6	EA			
QUANTUM FLEX COUPLING 6" Range [6.54 - 7.65]	6	EA			
QUANTUM FLEX COUPLING 8" Range [8.54 - 9.60]	6	EA			
QUANTUM FLEX COUPLING 8" Range [8.54 - 9.85]	6	EA			
SERVICE SADDLE BRASS / IP 4" x 2" [RANGE 5.10-5.60] Mueller BR2B0474IP200	4	EA			
SERVICE SADDLE BRASS / IP 6" X 1" [RANGE 6.90 -7.50] Mueller BR2B0684IP100	2	EA			
SERVICE SADDLE BRASS / IP 6" X 2" [RANGE 6.90 -7.50] Mueller BR2B0684IP200	2	EA			
SERVICE SADDLE BRASS / IP 8" X 2" [8.99 - 9.67] DBL STRAP Mueller BR2B0899IP200	20	EA			
SERVICE SADDLE BRASS / IP 8" X 2" [9.05 - 9.62] Mueller BR2B0899IP200	20	EA			
SERVICE SADDLE BRASS / IP 10" X 2" [RANGE 11.10 - 12.12] Mueller BR2B1104IP200	2	EA			
SERVICE SADDLE BRASS / IP 12" X 1" [RANGE 13.20 - 14.38] Mueller BR2B1314IP100	2	EA			
SERVICE SADDLE BRASS / IP 12" X 2" [RANGE 13.20 - 14.38] Mueller BR2B1314IP200	2	EA			
4" DI Megalug w/ Accessories	30	EA			
6" DI Megalug w/ Accessories	20	EA			
8" DI Megalug W/ Accessories	20	EA			
COUPL COMP/COMP 3/4" Mueller H15403N	60	EA			
COUPL COMP/COMP 1" Mueller H15403N	60	EA			
COUPL COMP/COMP 1.25" Mueller H15403N	60	EA			
COUPL COMP/COMP 1.5" Mueller H15403N	60	EA			
COUPL COMP/COMP 2" Mueller H15403N	200	EA			
COUPL FIP/COMP 3/4" Mueller H15451N	30	EA			
COUPL FIP/COMP 1" Mueller H15451N	30	EA			
COUPL FIP/COMP 1.5" Mueller H15451N	30	EA			
COUPL FIP/COMP 2" Mueller H15451N	30	EA			

Title: Waterworks Brass Fittings/Valves/Saddles/....

COUPL MIP/COMP 3/4" Mueller H15428N	30	EA			
COUPL MIP/COMP 1" Mueller H15428N	30	EA			
COUPL MIP/COMP 1.5" Mueller H15428N	30	EA			
COUPL MIP/COMP 2" Mueller H15428N	30	EA			
ELL COMP/COMP 90 Deg 3/4" Mueller H15526N	30	EA			
ELL COMP/COMP 90 Deg 1" Mueller H15526N	30	EA			
ELL COMP/COMP 90 Deg 1.5" Mueller H15526N	30	EA			
ELL COMP/COMP 90 Deg 2" Mueller H15526N	200	EA			
ELL FIP/COMP 90 Deg 3/4" Mueller H15533N	40	EA			
ELL FIP/COMP 90 Deg 1" Mueller H15533N	40	EA			
ELL FIP/COMP 90 Deg 1.5" Mueller H15533N	40	EA			
ELL FIP/COMP 90 Deg 2" Mueller H15533N	40	EA			
ELL MIP/COMP 90 Deg 3/4" Mueller H15531N	40	EA			
ELL MIP/COMP 90 Deg 1" Mueller H15531N	40	EA			
ELL MIP/COMP 90 Deg 2" Mueller H15531N	40	EA			
CORP STOP MIP/COMP 3/4" Mueller B25028N	40	EA			
CORP STOP MIP/COMP 1" Mueller B25028N	40	EA			
CORP STOP MIP/COMP 1.5" Mueller B25028N	40	EA			
CORP STOP MIP/COMP 2" Mueller B25028N	40	EA			
CORP STOP MIP/MIP 1.25" Mueller N/A	40	EA			
CORP STOP MIP/MIP 1" Mueller B20013N	40	EA			
CORP STOP MIP/MIP 3/4" Mueller B20013N	40	EA			
CURB STOP FIP/FIP 3/4" Mueller B20283N	40	EA			
CURB STOP FIP/FIP 1" Mueller B20283N	40	EA			
CURB STOP FIP/FIP 1.5" Mueller B20283N	40	EA			
CURB STOP FIP/FIP 2" Mueller B20283N	40	EA			
ANGLE METER STOP/COMP 3/4" Mueller B24258N	40	EA			
ANGLE METER STOP/COMP 1" Mueller B24258N	40	EA			
ANGLE METER STOP/COMP 1.5" Mueller B24276N	40	EA			
ANGLE METER STOP/COMP 2" Mueller B24276N	40	EA			
METER CONN. 1 X 2 Mueller H10890-12	40	EA			
METER CONN. 1 X 2.5" Mueller H10890-11	40	EA			
METER CONN. 3/4 X 2 Mueller H10890-12	40	EA			
METER CONN. 3/4 X 2.5" Mueller H10890	40	EA			
METER FLANGE 1.5" Mueller H10129N	40	EA			
METER FLANGE 2" Mueller H10129N	40	EA			
COPPER PIPE 2" TYPE-K	140	FT			
COPPER PIPE 3" TYPE-L	140	FT			
COPPER PIPE 4" TYPE-L	140	FT			

The following items must be included in the quote:



Title: Waterworks Brass Fittings/Valves/Saddles/....

1. All transportation and delivery fees including freight charges, fuel charges or Any related charges.
2. Quote must include unit price and any delivery charges.
3. The vendor shall enter into an agreement with the City to provide the specified items at a fixed price for a period of one year with an option to renew the agreement for a period of three (3) additional years with no price increase.
4. Describe how long of an advance notice will be required in placing an order to be delivered by a certain date

Title: Waterworks Brass Fittings/Valves/Saddles/....

**SECTION IV - BID FORM**(Must be completed by Vendor)

The undersigned proposes to furnish all materials, supplies, equipment or services set forth herein subject to all conditions outlined in the Bid Document, including the general instructions and information to bidders, at prices indicated below:

**Bid Proposal:** \$ \_\_\_\_\_

Payment Terms \_\_\_\_\_

Warranty \_\_\_\_\_ Exceptions or Deviations attached YES NO

Delivery \_\_\_\_\_ (Number of Days)

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Person submitting bid

\_\_\_\_\_  
Print Name\_\_\_\_\_  
Title\_\_\_\_\_  
Signature**F.O.B.**

All prices of the bid shall be F.O.B. destination Beverly Hills, California; and delivery to any point within Beverly Hills shall be without additional charge.

**TAX**

All bid proposals shall be exclusive of tax; City staff will compute all tax involved when applicable.

**ACCEPTANCE OF PROPOSAL**

The City reserves the right to accept or reject any and all bids and reserves the right to waive technicalities where such action best serves the interests of the City. The manufacturer of the proposed materials or equipment may be required to acknowledge by written conformation that the minimum requirements of the specifications are included in the Bidder's proposal before the award of the bid.

Title: Waterworks Brass Fittings/Valves/Saddles/....

**EXCEPTIONS**

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to bid form. However, such exceptions or deviations may result in bid rejection.

**INSURANCE** (applicable to successful bidder who may come into the City)

- (1) **Commercial general liability** coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/85) with a limit of not less than \$2,000,000 (Two Million Dollars) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.
- (2) **Business automobile liability** insurance at least as broad as Insurance Services office form CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than \$1,000,000 (One Million Dollars) per accident.
- (3) **Workers Compensation** Insurance as required by the State of California and **employers liability** insurance with a limit not less than \$1,000,000 (One Million Dollars) per accident.

**All insurance coverages shall be provided by insurers with a rating of B+; VII or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.**

Work on City property covered by a purchase order cannot be commenced until certificates of insurance have been approved.

Please use the official City of Beverly Hills certificate of insurance form (attached). If you use another form, the following requirements must be met to make the certificates acceptable to the City:

<b>1</b>	name the City of Beverly Hills as additional insured for both GENERAL liability and AUTO liability; and
<b>2</b>	have at least thirty (30) days written notice of cancellation.

All certificates of insurance must remain current until the purchase order expires or is sooner cancelled.

**AFTER THE ACCEPTANCE AND AWARD OF THE BID BY THE CITY COUNCIL UPON RECEIPT OF A WRITTEN PURCHASE ORDER EXECUTED BY A PROPER OFFICER OF THE CITY, THIS DOCUMENT WILL CONSTITUTE THE LEGAL CONTRACT BETWEEN THE CITY AND THE SUCCESSFUL BIDDER.**

Title: Waterworks Brass Fittings/Valves/Saddles/....

If your response is "**NO BID**", please explain below:

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**BY:** \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PLEASE RETURN TO:**

*CITY OF BEVERLY HILLS*  
**OFFICE OF THE CITY CLERK, ROOM 290**  
455 NORTH REXFORD DRIVE  
BEVERLY HILLS, CA 90210

Revised 10/24/00

BidTEMPLATE.doc